
United States District Court, Probation Office & Pretrial Services Office
Western District of Texas
Job # 09-04

Position: Human Resources Training Specialist

Closing Date: January 16, 2009 or Until Filled

Classification Level: up to CL-27/Step 19*/Starting Salary: up to \$ 51,764*
(salary commensurate with experience)

Location: San Antonio, Texas

** Salary match will be considered for current federal employees.*

The Human Resources Office for the United States District Court, United States Probation Office, and the United States Pretrial Services Office is currently accepting applications for the position of Human Resources Training Specialist in its San Antonio Office. This position is part of a human resources team that serves over 700 employees in seven divisional offices and three satellite offices. The incumbent serves as the primary human resources trainer including training development and providing human resources services.

Position Overview:

The position is responsible for conducting human resources related training; assisting with training program development; interpreting human resources policies and procedures; promoting employee relations; assisting with the recruitment process and employee recognition and benefits programs; writing various correspondence; coordinating events; processing personnel and payroll actions; and all other duties as assigned including filing, answering phones, photocopying, etc.

Minimum Qualifications:

Progressively responsible experience which provides evidence the candidate has a good understanding of administrative processes and practices at a professional level in a human resources environment. Proven training experience required. Federal human resources experience a plus. Candidate must possess: dynamic presentation skills; creativity; exceptional communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; and evidence as a strong team player who is flexible in a changing environment. Attention to detail is critical. Knowledge of personal computers and computer applications is required, including proven experience in video, web, and computer based training. Training program development a plus. Position necessitates some overnight travel.

Application Procedure:

In a cover letter, please specify how you satisfy the qualifications listed above. Qualified candidates may apply by mailing a cover letter and detailed resume with training experience - noting media used, salary history, e-mail address, and a daytime telephone number to the address below:

Lorre K. Kukla, Director of Human Resources
United States District Court
727 E. Durango Blvd., Suite A-403
San Antonio, Texas 78206

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note that final candidates will undergo a fingerprint check and full background investigation.

The United States District Court is an Equal Opportunity Employer